

# Gatelodge, 8 Flax Street, Belfast, BT14 7EQ

#### **JOB DESCRIPTION**

Post: Clerk of Works Analyst: John Brooks Director of Development and

**Property Management** 

Date:May 2023Department:Development and Property Management

1. JOB DETAILS

a. Responsible to: Development Manager

N/A

b. Responsible for:

**c. Working hours:** 37 hours per week

d. Wage level: NJC Scale points 26-30 (£32,909-£36,294) plus optional

contributory pension scheme currently at £6,417 pa

**Essential Qualifications:** 

**e.** Construction related training/qualification such as City and Guilds, NVQ Level 2 or 3, BTEC National Award or equivalent.

**Essential Experience:** 

**f.** A minimum of 2 years' experience as Clerk of Works/Surveyor/Trade Foreman, on new and occupied sites.

#### 2. JOB SUMMARY

The Clerks of Works will represent the interests of the association during new build and rehabilitation works by ensuring site operations and construction works comply with relevant contract documents, client requirements, and all current legislation and are delivered to specification on time and on budget. The post holder will also be required to inspect response maintenance works outside the planned maintenance programme and provide support to our Maintenance Department as directed.

## 3. KEY TASKS

### **Specific**

- Ensure all work complies with the requirements of the working drawings, specification and
- 3.1.1 contract documents.
- To carry out site visits and inspections to ensure compliance with the contract specifications,
- **3.1.2** current legislation and Housing Association standards and Policy

To attend site meetings

3.1.3

3.1

To liaise with Development and Maintenance Officers, contractors' staff as required

3.1.4

3.1.5 Ensure all statutory approvals are complied with fully and raise any concerns with Management

To undertake Health and Safety Monitoring on site including compliance with CDM Regulations

3.1.6

- **3.1.7** To prepare detailed reports on progress, site activities and all other related issues.
- **3.1.8** Undertake design audits to ensure proposed schemes/works meet the full requirements of the Housing Association Guide and NB Housing's brief

3.1.9 Maintain accurate site diaries to include, progress, numbers/types of workers on site, weather conditions, amendments to contract documents, and significant events 3.1.10 To ensure correct materials and workmanship are employed and that the Housing Association is given quality work and value for money 3.1.11 Carry out estate and property inspections as required, diagnose defects and recommend solutions **3.1.12** Provide support to the development and maintenance team as required 3.1.13 To participate in estate audits as directed 3.1.14 To deal with any tenant queries during and following works To protect the Associations interests at all times 3.1.15 3.1.16 To prepare reports on delays in programme, potential claims, cost over runs. Complete defects check prior to handover, and manage defects completion process 3.1.17 3.1.18 Feedback to the Association's in-house Development Team and relevant design consultants regarding details, variations, instructions issued to contractor or sub-contractors 3.1.19 Take site photographs regularly and systematically, ensuring that they are date endorsed and acknowledged by project Architect and Contractor at Site Meeting Take full responsibility for the EOD inspections liaising with PM, Architect, Supervisor and 3.1.20 including letter notifications to tenants by the timeframes agreed to facilitate the issue of Defect Certificate on the Defect Date. 3.2 **HEALTH AND SAFETY** To adhere to safe working practices, methods, procedures and to report any shortfalls. 3.2.1 3.2.2 To comply with relevant health and safety legislation, policies and procedures in the performance of duties of the post 3.2.3 Assist with monitoring and recording of fire safety testing as directed or required. 3.3 **GENERAL** To respond to phone calls and follow up action as required 3.3.1 3.3.2 Adhere to all Housing Association policies and procedures Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity 3.3.3 3.3.4 To promote the organisations Mission, Values (Integrity, Sustainability, Excellence, Empowerment, Collaboration, Fairness) aims and Objectives. To maintain professional boundaries and confidentiality at all times 3.3.5 3.3.6 To attend staff meetings and training, forums, which may occur outside normal working hours 3.3.7 To participate in Performance Reviews and supervision sessions 3.3.8 Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times To carry out any other duties as may be reasonably expected from time to time. Conduct all activities with confidentiality and in accordance with the requirements of Data 3.3.9 **Protection Legislation** Carry out any other duties as may be reasonably expected from time to time that are within the 3.3.10 competence of the post holder and conducive to the effective delivery of the role and success of the Association

| Please be advised that this list is not meant t when | to be exhaustive and may be added to or amended as deemed necessary. | and |
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| Signed by Employee:                                  |  |     |
| Signed:  | Date:  | _   |
| Signed on behalf of Association:                     |  |     |
| Signed:  | Date:  | _   |
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